



TOWN OF SURFSIDE

9293 HARDING AVENUE
SURFSIDE, FLORIDA 33154
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Development review submittal requirements for the planning and zoning board for single-family and two-family development per Sec. 90-19.8:

1. Application Form: Each application shall describe the land on which the proposed work is to be done by legal description, and address shall show the use or occupancy of the building or structure; shall be accompanied by plans and specifications as required; shall state the value of the proposed work; shall give such other information as may reasonably be required by the Town Manager or designee and the Florida Building Code; shall describe the proposed work and shall be attested to by the applicant and/or property owner.
2. Ownership affidavit
3. Survey less than one (1) year old. A survey over one (1) year is sufficient as long as the property has not changed ownership and the owner provides an affidavit that no changes have occurred since the date of the survey.
4. Two (2) full-sized sets of complete design development drawings (24 X 36 sheets) signed and sealed by a Registered Architect. Fifteen (15) reduced sized (11 X 17) copies of the plans.
5. Surrounding Context:
Provide recent photographs of the subject property and of all abutting, diagonal and fronting properties, as visible from the street.
6. Site Plan (Minimum scale of 1" = 20'):
 - a. Show entire parcel(s) with dimensions and lot size in square feet
 - b. Show existing and proposed buildings with square footage
 - c. Show any buildings to be removed
 - d. Show all setbacks
 - e. Show dimensions and locations of all existing and proposed rights-of-way, easements and street frontage, including sidewalks, curb and gutter and planting strips
 - f. Show all existing and proposed site improvements, including, but not limited to, all utilities, retaining walls, fences, decks and patios, driveways and sidewalks, signs, parking areas, and erosion control features
 - g. Show the location of all existing and proposed trees, vegetation, palms and note tree species

- h. Show locations and dimensions of parking spaces and lot layout
- i. Show driveway entrance width and setbacks from property line

7. Architectural Elevations (Minimum scale of 1/8" = 1'):

- a. Provide color elevations, showing all material finishes, textures and landscaping for all elevations of the proposed building(s). They should include, at a minimum:
 - b. All exterior materials, colors and finishes, keyed to samples provided
 - c. Roof slopes and materials and color
 - d. Detail of doors, windows, garage doors
 - e. Lighting locations and details
 - f. Dimensions of structure(s) – height, width, and length
 - g. Deck, railing, stairs details including materials, colors, finishes, and decorative details
 - h. Exposed foundation treatment
 - i. Gutters and eaves
 - j. Abutting structure heights